

STANDARD ADMINISTRATIVE PROCEDURE

21.01.10.M0.02 Disposal of Surplus or Excess Property

Approved June 27, 1997

Revised July 27, 2007

Revised May 28, 2010

Revised April 12, 2013

Next scheduled review: June 11, 2023

Standard Administrative Procedure Statement

The purpose of this SAP is to establish guidelines by which the University and/or System members dispose of Federal and/or State surplus or excess property.

Procedures and Responsibilities

1. GENERAL

1.1 The Federal Surplus Property Donation Program is operated under the supervision of the United States General Services Administration (GSA). All non-consumable Federal surplus personal property and Federal excess personal property, other than scrap acquired by a Texas A&M University department or a Texas A&M University System (System) member utilizing the services of the Department of Logistics, will be assigned a University asset number by the Texas A&M University Federal Surplus Officer (TFSO) of the Department of Logistics designating the property as surplus or excess.

1.1.1 Asset numbers assure that the property is monitored and disposed of according to Texas Facilities Commission (TFC) and General Services Administration (GSA) regulations.

1.2 Non-consumable Federal surplus personal and Federal excess personal property will be added to the permanent inventory record of the University regardless of the acquisition cost of property. Inventory records pertaining to non-consumable personal property acquired must be maintained by the University in the same manner as other inventoried property belonging to the University. For more information see the *Texas A&M University System Equipment Management Manual*, [System Regulation 21.01.09](#).

2. DISPOSAL OF FEDERAL SURPLUS PERSONAL PROPERTY

Unless otherwise restricted by the GSA or GSC Federal surplus personal property which has remained in bona fide use by the University for at least one year after being utilized may be transferred, sold, traded-in on new property, or otherwise disposed of according to the procedures described in *The Texas A&M University System Equipment Management Manual*, [System Regulation 21.01.09](#). The Surplus Property Office facilitates transfers, conducts all sales and oversees other means of disposal of property no longer needed by the University department or System member utilizing the Department of Logistics.

3. DISPOSAL OF FEDERAL EXCESS PERSONAL PROPERTY

Federal excess personal property no longer needed by the University must be reported to the GSA regardless of the amount of time the property has been in use at the University and may not be transferred, sold, traded-in on new property or otherwise disposed of without specific written approval from the GSA. If approved by the GSA, transfers, sales, trade-ins and other methods of disposal must be accomplished according to *The Texas A&M University System Equipment Management Manual*, [System Regulation 21.01.09](#).

4. DISPOSAL OF STATE SURPLUS OR EXCESS PERSONAL PROPERTY

State surplus personal property may be transferred, sold, traded-in on new property, or otherwise disposed of according to the procedures described in *The Texas A&M University System Equipment Management Manual*, [System Regulation 21.01.09](#). The Surplus Property Office facilitates transfers, conducts all sales and oversees other means of disposal of property considered surplus or excess by the University department and/or System member utilizing the Department of Logistics.

Related Statutes, Policies, or Requirements

Supplements [System Regulation 21.01.10](#)

Contact Office

For clarification, please contact the Department of Logistics at 979-845-3427.

OFFICE OF RESPONSIBILITY: [Department of Logistics](#)